

UIC HR POLICIES AND PROCEDURES

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SUBJECT Subpoena for University Personnel Records and Information		EFFECTIVE 04/01/1997
		REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish responsibility and authority for the receipt, handling, and provision of information requested for subpoenas, summons, and other legal documents.

SOURCES AND BACKGROUND

University Legal Counsel

APPLICABILITY

All UIC employees

POLICY

Legal documents received by all Campus offices should be sent immediately to the Office of the University Legal Counsel for appropriate handling. In some cases, a delay in responding can result in the loss of valuable rights. Therefore, the person receiving such documents should telephone the Legal Counsel's Office upon receipt of such documents. Various legal documents, such as subpoenas, summons, IRS notices of levy, notices of filing of petitions in bankruptcy, wage assignments, etc., require production of records from several offices. Primary responsibility for compliance with a subpoena, under the direction and guidance of the University Legal Counsel, is assigned as follows:

- the Office of Admissions and Records for student records;
- the Human Resources Department for support staff and academic professional records;
- Faculty Affairs HR for faculty; and
- the office or individual designated by Legal Counsel for any other records.

PROCEDURES

RESPONSIBILITY

1. Department/Unit Head
2. University Legal Counsel Officer

ACTION

- Receives legal documents, immediately advises University Legal Counsel, and sends documents and/or representative to University Legal Counsel.
- Notifies involved officers or persons of actions to

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be taken by them and assigns responsibility for handling those matters to the appropriate office.